

## CONFIDENTIALITY STATEMENT

It is the policy of Whatcom County Health Department (WCHD) that all employees, students, or volunteers shall respect and preserve the privacy and confidentiality of patient, personnel and client information. As an employee, student, or volunteer of WCHD, you may develop, use, maintain, or be aware of client's personal or medical information and/or other confidential records. This includes appointment information, paper records, oral communications, audio recordings, and electronic displays. Information in client records or information gained from a client during their visit with this agency's personnel is held in strict confidence.

Access to confidential client and personnel information is permitted only on a **need-to-know** basis. No client information shall be repeated or disclosed outside of the agency or to persons not associated with the client's care unless written permission has been given by the client to do so or is required by law.

Violations of this policy may include, but are not limited to:

- Accessing client records or other confidential information without proper authorization or not within the scope of your job.
- Misusing, disclosing without proper authorization, or altering client or personnel information.
- Discussion of client information with anyone not involved with client care including appointment information.

Violation of this policy by any WCHD employee, student or volunteer may constitute grounds for corrective action, up to and including termination of employment. Unauthorized release of confidential information may also have civil, and/or criminal liabilities and legal penalties for which you would be personally liable.

*I have read the above statement and I agree to comply with these terms.*

\_\_\_\_\_/\_\_\_\_\_  
Signature Date

\_\_\_\_\_/\_\_\_\_\_  
Witness Date